

## File Naming of Document Instances

As the number of finding aids grows, it is important that each institution maintain a system for creating a unique name for their EAD XML instances. It is recommended that file names be made up of letters and numbers only with no blank spaces or special characters. They must include .xml as the suffix. There are a variety of valid systems for creating filenames although using collection names and/or numbers is considered good practice. Consistent file naming for your EAD instances will provide much needed structure to increasing numbers of XML documents and will allow you to quickly navigate through your files.

## XML Syntax

Because it was designed to be an unambiguous structure, XML is case sensitive. Thus all EAD element and attribute names **MUST** be in lowercase characters as this assures XML compliance to the document type definition. Declarations for elements and attributes in the EAD dtd are specified in lowercase, making it necessary for tags (element and attribute names) in the document instance to be in lowercase as well. Using XML authoring software, macros, and template forms will guard against making errors in character case. Attribute values may contain uppercase characters and should follow the recommended templates in these guidelines.

## NMTokens

One of the most dramatic changes to the dtd in EAD 2002 was the move from semi-closed lists and the implementation of NMTokens for many attributes (see Appendix B). NMTokens consist of an undefined attribute value list. For each applicable element, EAD 2002 has the option to create a restricted attribute value list in a separate file. If an institution is interested in enforcing a closed list for an attribute, that list would be defined in the related file, eadlocal.ent. These defined values would then be tested during the parsing process of an individual EAD instance.

NCEAD has chosen to exercise this option for the *source* attribute and the *type* attribute for <container> and has provided an altered eadlocal.ent file for institutions. Because it is necessary to “turn on” the option in the EAD dtd, both of these files must be downloaded at [http://www.ncecho.org/ncead/tools/tools\\_home.htm](http://www.ncecho.org/ncead/tools/tools_home.htm). These files are included in the toolkit.zip file, but are also available separately on that page. Update information is maintained to assure that you have the most current version. Note that both the ead.dtd and the eadlocal.ent files should be maintained in the /dtds/ folder of your directory in order to avoid processing errors. See Appendix E for more information on file management practices and principles. Appendix B provides information on the attributes defined by NCEAD in the eadlocal.ent file.

While NCEAD has left most NMTOKEN attributes undefined through this option, individual institutions may be interested in further restricting attribute values for other elements